

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 19-068T OPENING DATE: 14-Feb-19 CLOSING DATE: 1-Mar-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

IT Specialist (APPSW), GS-2210- 9/11, E-3/PFC - E-8/MSG, W-1/WO1 - W-3/CW3, O-1/ 2LT - O-2/ 1LT, MPCN: 1224-018

APPOINTMENT FACTORS: OFFICER ☒ WARRANT OFFICER ☒ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$63,192.00-\$82,152.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Director of Logisitics, G-4, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the **Optional Form 612.**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting G-4 and be able to qualify for the following MOS : 25 series

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Prefer but not required for applicant to have Security Plus certification.

NOTE: If applicant has Security Plus certification, please submit a copy to verify possession of Security Plus certification.

RECOMMEND SUBMITTING ORB/ERB.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of overall systems software methods for integrating and optimizing components within the assigned area of responsibility.
2. Knowledge of computer equipment and assigned application software tools to provide guidance to less experienced co-workers in resolving programming problems.
3. Knowledge of current state-of-the-art system software technology and related computer equipment sufficient to design, evaluate code, test, and debug large and complex programs.
4. Knowledge and training of SharePoint.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to multitask and work independently.
7. Ability to receive and evaluate request, which are normally general in nature without specific information on input/output data and hardware instructions, for data processing projects.
8. Ability to work closely with customers to determine required functional requirements and to translate functional requirements into design specifications.
9. Knowledge of computer equipment and assigned application software tools to provide guidance to less experienced co-workers in resolving programming problems.
10. Ability to develop applications, according to technical specifications, using a variety of programming languages and programming tools, such as computer assisted systems engineering (CASE) tools; participate in the planning and execution

of unit and systems testing, installing programs at customer sites, providing support on execution problems, and modifying applications as necessary.

SPECIALIZED EXPERIENCE:

GS-9: Must have at least 24 months experience, education, or training in analysis of the interrelationship of pertinent components of the system. Experience planning the sequence of actions necessary to accomplish the assignment. Experience scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.

GS-11: Must have at least 36 months experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

BRIEF JOB DESCRIPTION: This position is located at the G-4, Phoenix, Arizona. The purpose of the position is to perform studies of new or modified computer applications, develop a plan to accomplish the needed work and to perform the required programming work. Duty assigned as the G4 knowledge manager. Managing permissions and users, create and manage sites, and lists. Create and modify pages. Works with technical support personnel in resolving critical problems. Works as the G4 mini ISSB help desk.

SELECTING OFFICIAL: MAJ Julie A. Jarvis
